

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2019-06 Cochran Hill Tunnel NTIS Safety Inspections

This document constitutes a Request for Proposals for a Professional Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

I. PROJECT DESCRIPTION

One (1) Consultant firm will be selected to conduct a complete NTIS Safety Inspection including collection of element level data in accordance with the *National Tunnel Inspection Standards (23 CFR 650.5)*, the *Specifications for the National Tunnel Inventory (SNTI)*, and *Tunnel Operations, Maintenance, Inspection, and Evaluation Manual (TOMIE)* on the Cochran Hill Tunnel 056BT0001N in May 2019.

II. PROJECT INFORMATION

Project Manager – Rick Rogers, NTIS Program Manager
User Division – Maintenance
Approximate Fee – \$100,000 Cost Plus a Fixed Fee
Project Funding – Federal Funds (NTIS Funds)

III. PURPOSE AND NEED

To ensure the continued structural safety of Tunnels by the traveling public by providing NTI safety and element level inspections mandated by the FHWA and performed in accordance with the National Tunnel Inspection Standards. Reports are filed with the Division of Maintenance records as well as recorded electronically. Copies of reports are also shared with the District personnel. Inspection reports are used to determine needed repairs, allowing for KYTC to prepare a budget for future years and share information and trends with other states.

IV. DBE REQUIREMENT

The Consultant Team should include a DBE Participation Plan with their Response to the Announcement to help the Department meet FHWA's 11.95% DBE goal. The plan needs to demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. A maximum of 2 points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

Conduct a complete NTIS Inspection including collection of element level data as defined by the National Tunnel Inspection Standards, the Specifications for the National Tunnel Inventory (SNTI), and Tunnel Operations, Maintenance, Inspection, and Evaluation Manual (TOMIE).

Prepare the required report using AASHTOWARE Bridge Management software provided by the Cabinet. Submit the report containing inspection data and photos to the KYTC NTIS Program Manager for approval.

PRIOR TO NEGOTIATION: Prior to a notice to proceed of this contract, the Consultant shall:

- Submit a fee proposal showing structure hours and cost to the Division of Professional Services.
- A blank man-hour worksheet to the Project Manager

REPORTING: The Consultant shall submit the following report(s) for each Tunnel:

- BrM input of inspection
 - Consultant shall verify/record all NTIS ITEMS per *the Specifications for the National Tunnel Inventory (SNTI)*
- Upload photos into the MEDIA TAB.
- BrM input shall be completed within 30 days of finishing field inspection activities. This should include the inspect date, element ratings and an executive summary of major deficiencies with recommendations in the inspection notes. Element level notes shall also be completed.
- Any deficiencies deemed to be of an urgent or substantial finding nature shall be immediately reported by personal contact (phone call and/or personal visit) to the Central Office Bridge maintenance project manager or designated staff; and by means of electronic mail notification with detailed description of findings supported by pictures within 24 hours of findings.

MISCELLANEOUS ITEMS:

- All media inquiries shall be directed to the KYTC Office of Public Affairs (502) 564-4890.
- The Consultant is responsible for recording all meeting minutes, which shall be signed by both the Consultant and KYTC to affirm concurrence.

VI. SPECIAL INSTRUCTIONS

Instructions for Response to Announcement can be found at:

<https://transportation.ky.gov/ProfessionalServices/Pages/Respond-to-an-Announcement.aspx>

- Night time bore closures only

VII. PREQUALIFICATION REQUIREMENTS

To respond to this project, the proposed Consultant project team must be prequalified in the following areas prior to the response due date of this advertisement.

MAINTENANCE SERVICES

- Tunnel Inspection

VIII. PROCUREMENT SCHEDULE

Dates other than Response Date are tentative and provided for information only.

- Advertisement Date – December 11, 2018
- Response Due – January 9, 2019 by 4:30pm ET (Frankfort Time)
- First Selection – ~~January 15, 2019~~ **January 14, 2019**
- Final Selection – January 30, 2019
- Contract Scoping Conference – February 6, 2019
- Notice to Proceed – March 28, 2019

IX. PROJECT SCHEDULE

The Consultant agrees to complete all inspection work in accordance with the terms of this contract within the same calendar month as the previous inspection(s) and will have an additional fifteen (15) calendar days to complete and submit the reports. Inspection data must be entered into the AASHTOWare Bridge Management software within 30 days of the tunnel inspection. Any revisions necessary to the reports will be completed within ten (10) calendar days of notification.

X. EVALUATION FACTORS

1. In-house capability to perform the required services. (20 points)
2. Experience with NTIS safety inspections. (20 points)
3. Consultant's past performance on similar projects. (10 points)
4. Capacity to comply with schedules (10 points)
5. Knowledge of the locality and familiarity of the general geographic area. (4 points)
6. DBE Participation Plan (2 Points)

XI. SELECTION COMMITTEE MEMBERS

1. Erin Van Zee, P.E., User Division
2. Natalie House-Lewis, P.E., User Division
3. Patrick Perry, P.E., Secretary's Pool
4. Dane Blackburn, P.E., Secretary's Pool
5. Brad Rister, P.E., Governor's Pool